



CALTRANS HEAVY EQUIPMENT MECHANIC
APPRENTICE
OPEN, NON-PROMOTIONAL SPOT
FINAL FILING DATE: JANUARY 4, 2007

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN, NON-PROMOTIONAL SPOT FOR	SHOP 1 – EUREKA	SHOP 5 – SAN LUIS OBISPO	SHOP 10 – STOCKTON
	SHOP 2 – REDDING	SHOP 6 – FRESNO	SHOP 11 – SAN DIEGO
	SHOP 3 – MARYSVILLE	SHOP 7 – LOS ANGELES	HEADQUARTERS – SACRAMENTO
	SHOP 4 – OAKLAND	SHOP 8 – SAN BERNARDINO	

Candidates may only establish eligibility in one location. Indicate the location for which you are applying directly under the examination title on your application. Applications will be accepted on an open, non-promotional basis only.

HOW TO APPLY	Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE , personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.		
	FILE BY MAIL: Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON: Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-5181	

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.

REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.
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DRUG TESTING REQUIREMENT DISQUALIFICATION	To be successful in this examination, you will be required to be tested by urinalysis for the use of illegally obtained drugs. If you fail the drug test, you will be disqualified from this examination and from any future examinations for this or any other State civil service class for which drug testing is required until one year has elapsed from the date the drug test specimen was given. If you fail the drug test because of a drug for which possession would constitute a felony offense under Health and Safety Code Division 10, beginning at Section 11000, you will be disqualified from any future examinations for State civil service peace officer classes for 10 years from the date the test specimen was given.
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SALARY RANGE	Range A \$2599 - \$2833	Range B \$2713 - \$2951
	Range C \$2833 - \$3081	Range D \$2951 - \$3228
	Range E \$3081 - \$3382	Range F \$3228 - \$3540

WRITTEN TEST DATE	The written test is scheduled for April 7, 2007.
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REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.
	NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.
	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS	Possession of a valid Class C driver license. (Applicants who do not possess the license will be allowed to compete in the examination, but the license must be obtained prior to appointment.) and
	Either I
	One year of experience performing work in automotive or diesel repair or related technical field.
	Or II
	A minimum of four units of completed course work in either an automotive diesel mechanics curriculum in an accredited college or recognized trade school. (Applicants currently enrolled in qualified courses may be admitted to the examination but must have the required units prior to appointment.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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ADDITIONAL DESIRABLE QUALIFICATIONS	Possession of a valid Class A or B driver license; and additional college course work in automotive or diesel technology.		
SPECIAL PERSONNAL CHARACTERISTICS	Possess work habits such as punctuality, skill, neatness, and dependability; desire to improve knowledge and efficiency by completing related courses and jobs as directed; effective study and time management skills; accept direction on proper techniques and methods by mentor mechanics; and work well with others.		
POSITION DESCRIPTION	Assists a journey level mechanic and receives training in the repair and maintenance of trucks, tractors, power shovels, graders, snowplows, pumps, air compressors, diesel engines, gasoline engines, automobiles, and similar equipment; assists in the construction and modification of highway equipment; learns to operate and maintain tools and machinery used in the construction, repair, and maintenance of highway equipment; may assist in the inspection of equipment to locate and determine the extent of necessary repairs and the corrective action necessary; may take after-hours courses necessary to round out his/her training.		
EXAMINATION INFORMATION	This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.		
WRITTEN TEST – WEIGHTED 100%			
Scope:			
A. Knowledge of:			
1. Basic arithmetic and mechanical principles.			
2. Basic automotive or diesel repair.			
B. Skills in:			
1. Performing basic automotive or diesel repair.			
C. Ability to:			
1. Communicate effectively as required for successful job performance and at the level of instructional materials (including, but not limited to, safety, operations, and shop repair manuals) used in the Apprenticeship Program.			
2. Learn rapidly.			
3. Follow directions.			
4. Apply mechanical principles.			
5. Make satisfactory progress in the prescribed academic and practical work in an approved apprentice program for a Heavy Equipment Mechanic.			
ELIGIBLE LIST INFORMATION	An open, non-promotional eligible list will be established for the Department of Transportation in Shops 1, 2, 3, 4, 5, 6, 7, 8, 10, 11 and HQ's. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		
CAREER CREDITS	Career credits will be added to the final score of all the competitors who are successful in this examination and who qualify for these credits. IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.		
VETERAN'S PREFERENCE POINTS	Veteran's preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.		

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-5181, three business days prior to the written test date is he/she has not received his/her notice.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from Sate civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps.) Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

Veterans’ Preference: California law allows granting of Veterans Preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follow: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veteran preference application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.



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For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-734-2929 or TTY 1-800-734-2929.

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